MEMORANDUL

Chief, Services Branch Tü: 725X1A9A FROM:

SUBJECT: Reproduction Division

Document No. 65 NO CHANGE in Class. DECLASSIFIED Class. CHANGED TS Memo, 4 Apr 77 DDA REG. 77/1763 Date: 0 5 APR 1978 By:

25X1

1. In accordance with your verbal request of 2 January 1948, a survey of Reproduction Division has been made. The result of this survey is discussed below, setting forth the present procedure used in processing Form No. 36-2, Reproduction Requisition, and the proposed procedure for processing, and scheduling work requested on the aforementioned form.

A. Reproduction Requisition, Form No. 36-2.

- Reproduction Requisition, Form No. 36-2 is submitted, in duplicate, by the Requisitioning Officer to the Reproduction Division, Services Branch.
- 2. The Control Clerk, Reproduction Division, time stamps the incoming Reproduction Requisition, assigns a job number to the original and carbon copy of the requisition. The carbon copy (blue in color) is returned to the Requisitioning Officer for his files and use in future checks.
- 3. The Control Clerk, Reproduction Division, records in the log book the type of work; description; number of originals, number of reproductions of each original; total reproductions, requisitioned by, Division or Branch, gtc.,; Atency; date of request; date job recorded; delivery date requested; and date of delivery. (See Exhibit "A").
- 4. The Reproduction Requisitions is reviewed by the Chief or Assistant Chief who determines, if possible, a shorter, more inexpensive type of reproduction, etc., that may be used. If a means of reproduction, other than requested, is deered necessary the reviewing official contacts the Requisitioning Officer explaining the reason for the change and receiving his verbal approval prior to starting work on the requested job. The Chief or Assistant Chief also review incoming requisitions determining the jobs which are to be "farmed out" to Government Printing Office for processing. Also, that the prior approval has been granted by the Chief, Management Branch, for the reproduction or rerunning of a CTA form.

Forwarding Reproduction Requisition, Form No. 36-2, to Sections.

- 1. The Chief, Assistant Chief, Stenographer, or Control Clerk will call the various section heads stating that a RMSM job or several accummulated jobs are on hand to be picked up.
- 2. These incoming jobs are retained by the Reproduction Division in a drawer marked either "Photography", "Offset" or "Photostat", until such time as the section head can come to Room 202 North Building to pickup the requested work. The section head, when making a trip to Approved For Release 2003/03/06: CIA-RDF54-00177A000200030002-7 livery.

The Control Clerk, from time to time, will deliver jobs to the various section heads for processing and also making a pickup of any completed work.

3. The Control Clerk maintains a "Reproduction Job Control Log". (See Exhibit "B"). This form is a means to locating incomplete jobs. This form is signed by the individual receiving the job for processing and again when the completed job is returned to 202 North Building.

C•	Section	Control.

Photostat

(a) See Exhibit "O" for the log used for recording incoming and outgoing completed jobs.

2. Photosraphy

(a) See Exhibit "D" for the Log used for recording incoming and outgoing completed jobs.

3. Pressroom

(a) See Exhibit "E" for the log used for recording incoming and outgoing completed jobs.

4. Mimeograph

(a) See Exhibit "F" for the log used for recording incoming and outgoing completed jobs.

25X1

(b) See Exhibit "G" for the log used for recording incoming and outgoin completed jobs. (CIA)

5. Offset

(a) See Exhibit "H" for a control form used by on offset work produced in Reproduction Division & GPO.

25X1A9A

D. Delivery of Completed Jobs

1. Pressroom

(a) Due to the larger bundles produced by this office,

CAF-2, Misc. Dup. Mimeo. Oper., delivers these packages to the various Requisitioning Officers. The delivery receipt on Form

No. 36-2 is signed and returned by Mr to the Control Clerk. 25X1A9A

2. Photostat, Photography, Mimeograph, etc.

25X1A9A

Approved For Release 2003/05/05 Oct Reproduction Division to pickup the completed material.

-3-

E. Completion of Log Book.

- (1) The Control Clerk posts to the last column of the log, Exhibit "A", Date of Delivery, the date which the delivery receipt, Form 36-2 discloses.
- (2) Form 36-2 is then filed numerically in a completed file.

PROPOSED PROCEDURE

A. Reproduction Requisition, Form No. 36-2.

- 1. Reproduction Requisition, Rorm No. 3602 is submitted, in duplicate, by the Requisitioning Officer to the Reproduction Division, Services Branch. The Control Clerk, Reproduction Division shall time stamp the incoming Reproduction Requisition.
- 2. The Chief or Assistant Chief, Reproduction Division shall review all incoming Reproduction Requisitions to determine if a shorter, more inexpensive type of reproduction may be used. The Chief or Assistant chief shall clear with the Requisitioning Officer prior to substituting a different type of reproduction.
- 3. The Division Chief or Assistant Chief shall determine that the proper Management Branch approval for forms has been received prior to reproduction.
- 4. The Division Chief or Assistant Chief shall determine which reproduction jobs are to be forwarded to the Government Priting Office.
- 5. The Division Chief or Assistant Unief shall indicate on Form 36-2, Reproduction Requisition, the scheduled delivery date, bearing in mind the priorities, etc.

B. Log of Reproduction Requisitions.

- 1. The log book shall be located in Room 202, North Building. The Control Clerk shall assign a job number to the Reproduction Requisition, Form No. 36-2, returning a copy (blue in color) to the Requisitioning Officer.
- 2. The original form shall be recorded on the log sheet by the Control Clerk showing the job number; type of work; branch; division; requisitioned by; number of originals; number of reproductions of each original; total reproduced, description, estimated cost, classification, priority, date of request, date job recorded, delivery date requested, and date of delivery (See Exhibit"I").

C. Production and Control of Reproduction Requisition.

1. The Approved For Remais 2003/03/06 Charles 4000/7746602000360627 trol Clerk to the office of the Production Coordinator, Room 8 North Building.

- 2. The Production Coordinator shall record on the Production Chart (See Exhibit "J"), the job number; date received; and the scheduled due date. All Reproduction Requisitions, Form No. 36-2, bearing a priority, shall be recorded on the Production Chart in RED.
- 3. Where possible, in the case of composing, pressroom, mimeograph, photography and photostate, the requested total pages, impressions, negatives, prints, etc., shall be recorded. This recorded figure will give the production coordinator an estimate of the size of the job in process.
- 4. The Production Coordinator shall enter on the production chart the date each job was forwarded to the appropriate section or unit involved for the required production.
- 25X1A9A 5. Mr. CAF-2, Misc. Dup. Mimeo. Oper., will deliver the reproduction jobs to the various sections and units as directed by the Production Coordinator. Also, making pickups of completed jobs and returning same to the Production Coordinator.
 - 6. The Production Coordinator, upon receipt of the completed jobs, shall record on the Production Chart the total negatives, prints, impressions, etc., depending upon the particular job. The Production Coordinator will then schedule the job to the next section or unit involved in the particular process required.
 - 7. Each section or unit shall maintain a log, consisting of the job number, date received, released to, date and time. Also, a column for any remarks. (See Exhibit "M").
 - 8. The Production coordinator, at 11:00 and 4:00 each day, shall check the log sheet of the Camera & Layout Unit and the Platemaking Unit, to determine the completed jobs, and the quantity produced.

REASON: As these two units are situated in adjacent rooms, it is determined more feasible for the unit head to hand process the negatives to the platemaker and hence the plates to the pressroom.

25X1A9A

9. The Production Coordinator shall schedule deliveries to the various buildings. will make these deliveries between 11:00 and 12:00 and 4:00 to 5:00.

25X1A9A 25X1A13C NOTE: It is recommended that a courier or messenger be assigned to assist as he alone will be required to leave the delivery truck unguarded which contains classified material.

D. Daily Production Record.

- 1. The production chart shall be totalled each evening which will disclose the total work load and the total production for the day.
- 2. These figures of production will be brought forward onto a form "Daily Production Record" (See Exhibit "K"). This form will be prepared of FPI Pielease. 2003/03/061 CHAIRDR54-00177A00020003000217 Services

Branch, carbon copy to the Chief, Reproduction Division, and carbon copy shall be retained by the Production Coordinator.

- 3. The proposed procedure for the production chart being that all incomplete jobs will be recorded each morning on a new chart (Exhibit "J"). CCLMENTS: It is believed that this may prove toodetailed and involve toomuch time. However, it is recommended that the daily production chart be tried. If the chart progves too time consumming each morning, it is then recommended that a new chart be prepared once a week.
- 4. At 11:00 and 4:00 each day, the Control Clerk, in the office of the Chief, will check the chart of the Production Coordinator to secure the location of each job. This information shall be recorded on a Control Chart (Exhibit "L"). located in the office of the Chief, Reproduction Division.

3. Completion of Log Book.

- 1. The Control Clerk will post to the last column of the Log book, "date of delivery" the date which the delivery receipt, Form 35-2 discloses.
- 2. Form 36-2 is then filed numberically in a completed file.

	NO. JOB,	Approyed ⊮်ဂု∕် Relea	se 2003/၀ုဒ္မပုရု _P ငုုရှ _ု RDP54-00	NO. О F 17771АООО О 200	NO. OF REPRO. OF 10230002-71G.	TOTAL REPRODUCTIONS	REQU
·							
(,							
				 			
~							-
			·				
				ļ			
	,						
			^				
•		,					
		1					
	ļ	·	·				
		Approved For Pelos	 se-2003/03/06 : CIA-RDP54-00	1774000200	0000002-7		

SITIONED BY	DIVISION OR Branch appfo ved i	or Releases 2003/0	DATE 0 F 3/06E:00EAS-RDI	DATE JOB P548-10000117171714000 0	DATE JOB RECEIVED 200030002-7	DELIVERY DATE REQUESTED	DATE OF DELIVERY
						Exlut	£"H"
			·		. /	·	
		y .					
	· · · · · · · · · · · · · · · · · · ·			· · · · ·			
		1 (λ.				-
							,
							·
,							
	<u> </u>						
		-					
		,					
		or Release 2003/0) 	220002222		

Edlichit B"

REPRODUCTION JOB CONTROL LOG

			-		
Job No.	Classification	Released By	Received By	Time	Date
	, i				
		-			and the second s
-					
	/				
					:
****	-				
			٥.		
<u> </u>					
	•				
a party to receive the state of					
Aut.g					

Exhabit 3"

25X1A9A

DATE	JOB	NUMBER	NO. C	OPIES	TOTAL	COPIES	TOTAL (18x24)	JOB
ECEIVED	NUMBER	ORIGINALS	NECS	POS	NEGS	POS	NEGS	POS	COMPLET E
							<u> </u>		
						(-	
									-
				-				ļ	-
,							ļ		
	 				,		ļ		<u> </u>
									-
,									
							t		
								 	
							-		
					<u> </u>		<u> </u>	ļ	
							 		
	·				ļ		ļ	ļ	
	-								
			-						

	Approved Fo	r Release 200	3/03/06 : CIA-R	DP54-00177A000	Echilet 200030002-7	•
•	P	HOTOGRAPHY	SECTION	Date		
Job No.	Date Rec*d	No. Orig.	No. Negs.	No. Prints	Job Comp.	7
						1
	, and the second					
	·					
		and the second s				
						+
t · ·						
		-				
	and the second s					
						-
<u> </u>						

•					Ranghiket	# 1
				1000		2
REQ. NO.	FORM NO.	DATE - RECD.	offset	DATE DEL.	R EMARKS	
_ 3313						
3314						:
3315						
. 3316						
3317						
3318						
3319						
. 3320						1
3321						
3322						!
3323				 4	Α	
3324						
3325						

Datte	No. Requisi-	For Release 2	No,	No.	No.	Total
10000	tion	Stencils	Copies	Stemcils	Copies	Impression
					Company of the Compan	The state of the s
			<u></u>			
		-	- Anna Andrea		111111111111111111111111111111111111111	,
		<u> </u>		_		
					}	
		-				
•						
gangganow, sa gada dia pagdia se sik						
						_
						
	Approved	For Release 2	2003/03/06 : C	IA-RDP54-00177	40 0 0200030002	-7

		25X1A9A			e de la companya de l	this	1 1/2 "
•	REQ. NO.	FORM. NO.	DATE - RECD	DITTO	MINIPO.	DATE.DEL	REMARKS
				·			
						1	
					4		
							-
						1	I

		•															Effected of
		DATE		NUMB OF	BER	TOTAL IMPRESS	MN	VARIT	YPE	PH	ото	PRE	ss	ASSEM	BLY	DISTRIB.	REMARKS
S.O. NUMBER	SERTES NUMBER	REC'D	DIV.	PAGI	£5.	EMPRESS	APPROVA	IN	оит	1 N	оит	IN	OUT	IN	out		
	rigari in Makkarati Pari an panganaka in in																
,							,										and the second s
		: 	-										!				
		<u> </u>		-													
			ļ	<u> </u>					<u> </u>								
or one or work agreement of the second		ļ		-					 	<u></u>	-	!					
	-		-	<u>:</u> :						-		· · · · · ·					
	; 	<u>.</u>		 	ļ		<u> </u>			 	-	!	 				Audition Control of the Control of t
AND ADDRESS OF STREET	 	:	 			1 <u>i</u>					 	<u> </u>					
•			1	 i	ļl	!		<u> </u>	 -	 		 		ļ			
		<u> </u>	1		<u> </u>			 	 		!		<u> </u>				
		<u> </u>			+		1			+	:						
	!		1		+		·		 	-	!						
	:		-	:) 	ــــــ			-	-	: 	1	 	 		
	-	 	-		+	i: 	-	 		+	1	-	 		 		
				- 	-			-		+	-			 	1		
	<u> </u>	<u> </u>	-					-	+	+	+		+	 	+		
•	i	i	ļ	:		į.	1	1	1	٠	1	1	;	•	ŧ		•

									1							
	JOB Number	DATE RECEIVED	SCHEDULED DATE	PRIORITY	DATE TO COMPOSING			DATE TO CAMERA & LAYOUT	NUMBER OF NEGATIVES	NUMBER OF LAYOUTS	DATE TO PLATE- MAKING	NUMBER OF PLATES	DATE TO PRESSROOM	NUMBER OF PLATES	IMPRE RE- QUESTE	S
						:		L								_
2						·										-
حی												/				-
4												Í				-
5			<u> </u>			ļ										-
4																-
7																-
8																-
9																-
10								1								_
11						-		-								-
12								 								
13								 								
								ļ								•
4								 					-			•
15								ļ								
6																
12																
8																-
9																
0							Į. Įš	1				+				1

Approved For Release 2003/03/06 : CIA-RDP54-00177A000200030002-7	whit of

		·	Lander St. Leeken	and the same	_												
·															•		
ONS	DATE TO MIMEOGRAPH	NUMBER OF	11111 1122		DATE TO COLLATING & STAPLING	NUMBER OF	DATE TO PHOTOG-	NUMBE NEGAT	IVES	NUMBE PRIN	ITS	DATE TO PHOTOSTAT	NUME NEGAT	TIVES	POSI	IVES	DATE DELIVERED
PRO- DUCED			RE- QUESTED	PRO- DUCED	a STATETHO	SHEETS	RAPHY	RE- QUESTE	PRO- DDUCED	RE- QUEST	PRO- DUCED		RE- QUEST	PRO- DUCE	RE-	PRO-	6
												1		17			
						-											
								 		 						 	
								 						 	 	-	
					ļ			-		 					 	-	
							ļ	 							 		-
								<u> </u>	-				 		-		ļ
											ļ				-		ļ
													 		ļ	ļ	ļ
ļ																	
	-	 															
	-	ļ	 				1	1									
	 	-			 		 	 	 	\vdash							
			-	-				+	-	 	-	 	#	1			
					ļ	-	_	+	 	-	-	 	\parallel	-	+-	+	1
						<u> </u>		-	-	-	+		$\parallel -$	+	+	+	
							<u> </u>	-	-	-	-	-	╢	+-	+	+	+
	#									-	-	-	₩-	-	+-	+	
	#	1	1										#-	-	-	-	+
	-	+	+	1	+	1											
	1						-										

	EXHIBIT	"K"	
קודו			

DAILY PRODUCTION RECORD

SECTION &	Total Employees	Estimated Production	Total on Duty	Estimated Production	Work Load on Hand	Amount Assigned	Amount Produced	Product Completed	ion Incomplete	Remarks
Composing						-	-	•		
Camera & Layout				·		,				
Plate- making							·			
Pressroom										
Mimeo & Finishing							,			
Photostat										
Photograph y								-		
[otal						ر و پور بنده پورتوپيو است ت				

Exhibit "

Approved For Release 2003/03/06 : CIA-RDP54-00177A000200030002 $_{ m CN}$ TROL CHART

JOB	DATE	SCHEDULED	DATE TO	DATE TO CAMERA &	DATE TO PLATE-	DATE TO PRESS-	DATE TO MIMEO-	DATE TO PHOTOGRAPHY	DATE TO PHOTOSTAT	DATE SCHEDUL FOR DELIVERY
NO.	RECEIVED	DUE DATE	COMPOSING	LAYOUT	MAKING '	ROOM	graph			
										CAMARICANIAN PROPERTY AND
	-								. Ones construction of the second	Applementation and the second
								-177-18-18-18-18-18-18-18-18-18-18-18-18-18-		
										CONTRACTOR AND
<u> </u>	_									
-	-								- Participation of the Control of th	* The Albert Company of the Company
								yr age sanhaid heilmanna e mar sonni hay, nag sag e mar och 22,002 (f. 1996) ag fili	sanakan pannakon jakan alike erong syasi Jacob gorak malambi	Anglingur von vondann der unffloren erner – 1940 i Addition i Franzo er der plat
<u> </u>	 							•		
										THE RESERVE OF THE PROPERTY OF
<u></u>										

-Approved For Release 2003/03/06:CIA-RDP64-00977為600200<u>030002-7</u>

LOG SHEET

OB UMB e r	DATE REC'D	ELEASED TO	DATE	TISE	REMARKS
JIEDGIA .		10			
					the second secon
					and the second s
İ			-		
					A CONTRACT OF THE PROPERTY OF
	ļ	 	ļ		
			ļ		
,					
		1		-	
		·	 	<u> </u>	
					•
	 	 	†	-	
	 -		 	-	
			ļ		
				1	
					
	+			+	
			4		
			1		
			1		: CIA-RDP54-00177A000200030002-7

NOTE: SEE INST	RUC RSE	TIONS		REPRODU	CTION R	EQUISITION		JOB N	UMBE	ER .
ORDERED, BY CPE	11.3			Land Contract of the Contract	Seed to the Need			HONE THIS		
BRANCH OR OFF	FIGE	Application of the	.6)	IVISION	86 1 1 1 1 8 3 1 1			DATE	JOB	REQUIRED
, SERVICE REQUIRED	×	SIZE	NO. OF ORIGINALS	COPIES REG. ON EACH	TOTAL NO.	PRINT	×	BINDERY	x	DISPOSITION OF STENCIL
		Clali		NEG.	1.	ONE SIDE		ASSEMBLED		RETURN
PHOTOSTAT		8110112	12	POS. 12	13.	TWO SIDES		UNASSEMBLED		RETAIN
OFFSET PRINT		01411				HEAD TO HEAD	1_	FASTENED	<u> </u>	DESTROY
PRINT	ļ	8 x 16 1/2	5	10,00.0	50,000	TUMBLE HEAD	1_	PUNCHED		ESTIMATED MONTHLY USAGE
MINEOGRAPH		81/2/4/2	4 -		•	PAPER		ADDRESSED	-	MONINCY USAGE
PHOTOGRAPH		2/4 1/4	80	10	10.	KIND		RERUN DATA	×	GLASSIFICATION
MICROFILM		, euskaya				GOLOR		TO BE RERUN		
MICROFILM	L	12	12	/0	10 1			NOT TO BE RERUN		
OZALID					•	REMARKS:	1	and the second of the second		e e e e e e e e e e e e e e e e e e e
RUBBER -			*					and the second of the second		
	•	DELIVE	RY RECE	IPT	h	The second second				- The Maryana
THE SERVICE	ORDER	RED ON THIS REQ	UISITION REC	EIVED		1				
			19	 						
CONTRACTOR CONTRACTOR	access	einternikakanasa	SAME TO THE OWNER.		erene and a company	and the contract and the contract	oa oo e	National and the second second	casco	Contracts of contracts and activities as
FORM NO. 36-			OLOUATHDE A	F RECEIVING OFF	COLUMN CONTRACTOR CONT	and the second control of the second	an inter	SIGNATURE OF REQU		IONING OFFICIAL
I SED MAA ""	-		GIVENTIURE U	L WECEIAING OLL	TOTAL	•		DIGRALURE OF REGI	,,011	IVAIRO OFFICIAL

ILLĖGIB